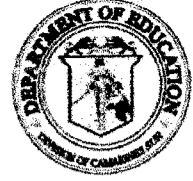




Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



June 18, 2018

Memorandum : Interested Applicants to the following positions:

- 1. Education Program Supervisor**
- 2. Medical Officer III**
- 3. Attorney III**

1. In view of the urgent need to fill up the above positions in the Division of Camarines Sur, all interested applicants may please submit their documents for ranking and evaluation on or before **July 6, 2108** during office hours, as follows:

- a. Omnibus Certification
- b. Application Letter
- c. Comprehensive Resumé
- d. Certificate of Eligibility
- e. Performance Ratings for the last three (3) rating periods (with numerical rating);
- f. Certification of Designations / Service Records as experience relevant to the position;
- g. Outstanding Accomplishments, such as:
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
- h. Education – Transcript of Records
- i. Training/s:
 - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - iii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - iv. Chair / Co-Chair in a Technical / Planning Committee
- j. CS Form 212 (PDS)

The Qualification Standards for the said positions are as follows:

| POSITION TITLE AND SALARY GRADE | EDUCATION REQUIREMENTS | EXPERIENCE REQUIREMENTS | TRAINING REQUIREMENTS | ELIGIBILITY REQUIREMENTS |
|--|---|---|------------------------------|--------------------------|
| Education Program Supervisor (SG – 22) | Master's degree in Education or other relevant Master's degree with specific area of specialization Note: With specialization in: MAPEH TLE – IT | 2 years as School Principal or 2 years as Master Teacher | 8 hours of relevant training | RA 1080 (Teacher) |
| Medical Officer III (SG – 21) | Doctor of Medicine | None required | None required | RA 1080 |
| Attorney III (SG – 21) | Bachelor of Laws | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |

2. The Personnel Selection Board (PSB) has set the following schedules:

| <u>Date</u> | <u>Activity</u> | <u>Venue</u> |
|------------------|-------------------------------------|-----------------|
| July 10, 2018 | Examination | To be announced |
| July 11-12, 2018 | PSB Open Deliberation and Interview | To be announced |

3. Submission of documents shall be in a folder color-coded as follows:

| | |
|------------------------------|--------------|
| Education Program Supervisor | ----- Blue |
| Medical Officer III | ----- Violet |
| Attorney III | ----- White |

4. For widest dissemination, information and guidance of all concerned.


CECILLE BERNADETTE P. RIVERA, CESO V
 Schools Division Superintendent *PRR*

Reference: DepEd Order No. 66, s. 2007
 DepEd Order No. 19, s. 2016
 DepEd Order No. 117, s. 2010